

**2015 National School Lunch Program Equipment  
Assistance Grants for School Food Authorities**

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**Federal Fiscal Year 2015**

**Administered by:**

**The Nevada Department of Agriculture  
Food & Nutrition Division**

**Applications Due by 5:00pm July 29, 2015**

**Contact Person:**

**Catrina Peters, School Nutrition Services Manager**

**405 South 21<sup>st</sup> Street**

**Sparks, Nevada 89431**

**(775) 353-3751**

**[cpeters@agri.nv.gov](mailto:cpeters@agri.nv.gov)**

**[http://agri.nv.gov/Administration/NSLP\\_Equipment\\_Assistance\\_Grant/](http://agri.nv.gov/Administration/NSLP_Equipment_Assistance_Grant/)**



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## Background/Overview

The Secretary of the United States Department of Agriculture (USDA) received a one-time appropriation for equipment assistance to eligible school food authorities participating in the National School Lunch Program (NSLP). As stipulated in [USDA memo SP 37-2014](#), priority will be given to School Food Authorities (SFA) for equipment for schools in which a minimum of 50% of the students are eligible for free or reduced-price meals. Nevada will use the [Nevada Schools: Number of Free and Reduced Price Eligible Students by School Building 2014-2015 School Year](#) as the document to determine SFA's and schools eligible. Priority will be given to SFAs who did not receive ARRA Equipment Grant funding, therefore, these SFAs are encouraged to apply for the FY 2015 NSLP Equipment Assistance Grants.

Purchase of equipment for a central kitchen is permissible if the central kitchen provides meals for schools with greater than 50% free or reduced-price meals. **USDA regulations 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment as articles of nonexpendable tangible personal property with a useful life of more than one year and a per unit acquisition of \$5,000 (or such lesser amount as the SFA uses when reporting equipment as assets in its financial statements). Installation costs can be included in the minimum \$5000 threshold.** As with all Federal grant funds, equipment procured using FY 2015 NSLP Equipment Assistance Grants funds must be practical and allocable in order to be reasonable and permissible costs.

This is a competitive grant and SFAs must complete their procurement and expenditure activities not later than November 30, 2015. Grant applications submitted will be reviewed by two School Nutrition Services staff and one Fiscal Grants Manager. Grant applications are considered public information once submitted.

SFAs that are approved to receive funding may receive a 90% advancement of the grant award if the required documentation is submitted. Detailed instructions on how to request an advancement of grant funds will be distributed to SFAs approved for a grant award. All funding is contingent on the Nevada Department of Agriculture's receipt of federal funds and approval of all funding by the Nevada Interim Finance Committee.

## Scope of Work/Program Priorities

The Nevada Department of Agriculture (NDA) is pleased to announce a competitive grant to improve the infrastructure of the NSLP program. These funds will allow SFAs to purchase equipment to serve healthier meals that meet the updated meal patterns, with emphasis on more fruits and vegetables in school meals, improve food safety, and expand access. NDA give priority to high need schools where 50 percent or more of the enrolled students are eligible for free or reduced price meals. In addition, priority will be given to schools that did not receive a

previous NSLP Equipment Assistance Grant award under the American Recovery and Reinvestment Act of 2009 and the FY2010 and FY2013 Agriculture Appropriations Acts.

### Application Deadline

To be eligible for consideration, the NDA must receive all submissions in hardcopy no later than **5:00pm on July 29, 2015.**

All documents must contain original signatures and be complete. The Nevada Department of Agriculture will **not** consider any incomplete application submissions or applications received by email or fax.

### Funding Availability

Approximately \$124,000 is available for funding 2015 NSLP Equipment Assistance Grants in Nevada. The NDA will award competitive grants up to \$20,000 per site (**Each piece of equipment must meet the minimum \$5000 threshold, can include installation costs.**) Each School Food Authority (SFA) may apply for up to 5 sites.

### Term of Grant

- Applications will be reviewed and scored and applicants notified of preliminary award by **August 14, 2015.**
- Final announcement of recipients and amounts will be announced by **August 26, 2015.**
- Evaluations of installed components is due by **November 2, 2015** (required for reimbursement).
- Request for reimbursement must be submitted by **November 30, 2015.**

### Eligible Recipients

As stipulated in [USDA memo SP 37-2014](#), priority will be given to School Food Authorities (SFA) for equipment for schools in which a minimum of 50% of the students are eligible for free or reduced-price meals. Nevada will use the [Nevada Schools: Number of Free and Reduced Price Eligible Students by School Building 2014-2015 School Year](#) as the document to determine SFA's and schools eligible.

Purchase of equipment for a central kitchen is permissible if the central kitchen provides meals for schools with greater than 50% free or reduced-price meals. **USDA regulations 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment as articles of nonexpendable tangible personal property with a useful life of more than one year and a per unit acquisition of \$5,000 (or such lesser amount as the SFA uses when reporting equipment**

**as assets in its financial statements). Installation costs can be included in the minimum \$5000 threshold.**

### Eligible Equipment Requests

As with all Federal grant funds, equipment procured using FY 2015 NSLP Equipment Assistance Grants funds must be practical and allocable in order to be reasonable and permissible costs. See *Numbered Memo NSLP 2015-22* to view the approved equipment list.

**NOTE: USDA regulations 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment as articles of nonexpendable tangible personal property with a useful life of more than one year and a per unit acquisition of \$5,000 (or such lesser amount as the SFA uses when reporting equipment as assets in its financial statements). Installation costs can be included in the minimum \$5000 threshold.**

If you wish to use grant funds to purchase equipment items not on the list, please submit a request for approval to **Catrina Peters, (775) 353-3751** or [cpeters@agri.nv.gov](mailto:cpeters@agri.nv.gov) prior to the application deadline.

### Fiscal Requirements

Recipients will receive 90 percent of the funding at the time of award with the remaining 10 percent awarded upon approval of all invoices. The NDA will recover funds from agencies that do not submit invoices for approved budget items by November 30, 2015.

In no case will USDA Grant funds be commingled with the personal funds of, or be used for personal purposes by, any officer, employee, or agent of the recipient; nor will any of these funds be deposited in personal bank accounts for disbursement by personal check.

### Assurances

Review the assurance statements provided with the 2015 Equipment Grant Application, sign and return the assurance form with the completed application.

### Other Requirements

#### **DUNS**

All grant recipients must have a DUNS number. Dun & Bradstreet (D&B) Provides a DUNS Number, a unique nine digit identification number, for each physical location of your business.

DUNS Number assignment is FREE for all businesses required to register with the US Federal Government for contracts or grants. DUNS numbers may be obtained by visiting:  
<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or calling 1-866-705-5711

### **Conflict of Interest**

Grantee recipients shall avoid any action that might result in or create the appearance of:

- Giving preferential treatment to any person,
- Losing complete independence or impartiality,
- Adversely affecting the public confidence in the integrity of the program.

No sub-recipient employees may participate in the process of contracting or sub-granting out Federal funds if any real or apparent conflict of interest would be involved. Sub-recipient employees are to neither solicit nor accept gratuities, favors or anything of value from contractors, or parties to sub-agreement.

### **Application and Submission Instructions**

Hardcopies of completed applications with original documents must be received by:

***Wednesday, July 29, 2015 at 5 PM PST.***

Applications will be accepted via mail, express delivery or hand delivery (between 8:00am-5:00pm Monday- Friday) at the NDA office at 405 South 21<sup>st</sup> Street, Sparks NV 89341.

**No emailed or faxed applications will be considered.**

Send or deliver applications to the address below:

Nevada Department of Agriculture  
Food & Nutrition Division  
Attn: Shawna Sabo  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431

**Please mark on the outside of the envelope: NSLP Equipment Grant**

*Incomplete applications will not be considered for funding so please ensure that you thoroughly read this document and address all questions completely prior to submission. **Inquiries regarding the application process should be addressed to Catrina Peters, School Nutrition Services Manager, (775) 353-3751 or [cpeters@agri.nv.gov](mailto:cpeters@agri.nv.gov).***

### **Timeline**

**July 7, 2015** – Request For Proposal released by NDA.

**July 24, 2015**- Last day for questions/Technical Assistance.

**July 29, 2015**- Full Applications are due to NDA.

**August 14, 2015**- Applications reviewed and scored. Applicants notified of preliminary award

**August 26, 2015**- Final announcement of recipients and amounts.

**November 2, 2015**- Evaluations of Installed Components Due (Required for reimbursement).

**November 30, 2015**- Request for reimbursement must be submitted by this date.

### Application Checklist

Below is a list of required documentation you must submit for your application to be considered complete:

- 2015 Equipment Assistance Grant Application (Sections 1-4)
- Contact Information Form
- Central Kitchen Form and/or School Kitchen(s) Form
- Signed Assurances Form
- Equipment Quotes (*Must include three quotes for each piece of equipment requested*)
  - **USDA regulations 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment as articles of nonexpendable tangible personal property with a useful life of more than one year and a per unit acquisition of \$5,000 (or such lesser amount as the SFA uses when reporting equipment as assets in its financial statements). Installation costs can be included in the minimum \$5000 threshold.**

**Please note: Failure to complete all of the required documents in their entirety will result in your application being denied.** For questions or technical assistance, contact Catrina Peters at (775) 353-3751 or [cpeters@agri.nv.gov](mailto:cpeters@agri.nv.gov)

### Statement of Need/ Budget

**Complete 2015 Equipment Grant Application Sections 1- 4.** Explain why and how the equipment you wish to purchase is necessary to support your efforts to increase participation, impact nutritional quality, improve food safety, and/or improve energy efficiency.

## **Application Review and Selection Process**

Applications will be reviewed internally by two School Nutrition Services staff and one fiscal staff member to provide a financial and technical review of applications for eligibility, completeness, accuracy and compliance with the requirement outlined in this announcement. If an applicant grant packet is deemed ineligible, NDA staff will provide information about the components or elements that did not meet state eligibility requirements. During the application review process, clarification regarding application content may be requested.

**Equipment Grant Scoring Matrix & Scoring Criteria utilized by the review committee can be found at: [http://agri.nv.gov/Administration/NSLP\\_Equipment\\_Assistance\\_Grant/](http://agri.nv.gov/Administration/NSLP_Equipment_Assistance_Grant/)**

If applicants would like to review their evaluation criteria, a request can be submitted to the Program Coordinator within 30 days of receiving written notice of application review status.

Grant applications submitted are considered public information once submitted.

### **Finalization of NDA Funding Recommendations**

SFAs that are approved to receive funding may receive a 90% advancement of the grant award if the required documentation is submitted. Detailed instructions on how to request an advancement of grant funds will be distributed to SFAs approved for a grant award. All funding is contingent on the Nevada Department of Agriculture's receipt of federal funds and approval of all funding by the Nevada Interim Finance Committee.

### **Appeal Process**

If an application is not funded, the applicant may appeal if the applicant demonstrates one of the following: 1) The application was submitted incorrectly; 2) Department staff provided misinformation; or 3) Department staff failed to follow existing policies.

Notice of Appeal must be made in writing on the applicant agency's letterhead to the Fiscal Administrator of the Nevada Department of Agriculture within seven (7) calendar days of the Intent to Award announcement on the Department's website. The Notice of Appeal must be signed by the same Authorized Representative who signed the application submittal cover letter.

## **Grant Award/Post-Award Process**

Upon final approval, all sub-grant recipients must sign a Notice of Sub grant Award Agreement stating that funds shall be used as described in the application. A signed and initialed grant guidelines document must also be submitted in order to demonstrate acknowledgement and understanding of sub-grant requirements.



By signing the sub-agreement you agree to the terms in the Uniform Federal Assistance Regulations, complete activities outlined in your approved grant application, all state and federal laws, approved budget, NDA policy/procedures, and Award Terms and conditions of parent award.

- Disclose Conflicts
- Use award funds for purposes only as specified in agreement.
- You must comply with all labor laws, Civil Rights Act of 1964, and the
- American Disabilities Act.

### **Budget Changes**

All requests for budget changes to grant awards must be submitted in writing and should include a description, justification, and the designated official's signature.

Proposed budget changes can be mailed to:

Nevada Department of Agriculture  
Food & Nutrition Division  
Attn: Catrina Peters, School Nutrition Services Manager  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431

Or Submitted by Email to:

[cpeters@agri.nv.gov](mailto:cpeters@agri.nv.gov)

Proposed budget changes will be reviewed by program staff for their reasonableness. Program staff will make recommendations for changes in writing to the Fiscal Administrator. The Fiscal Administrator will provide a final decision in writing to the grantee. Grantees cannot make changes to the grant award without written prior approval from the Nevada Department of Agriculture.

### **Request for Reimbursement**

Recipients will receive 90 percent of the funding at the time of award with the remaining 10 percent awarded upon approval of all invoices. Funds are disbursed on a reimbursement basis and upon submission of a payment request form and adequate supporting documentation.

### **Evaluation of Installed Components**

All equipment must be received by November 2, 2015. This is required to be completed for reimbursement.

Supporting documentation includes receipts, invoices, and copied checks of approved purchases. If receipts do not clearly specify what items were purchased and utilized for grant activities you must specify. Itemized expense reports are strongly encouraged. Payments will

be made within 30-45 days after receipt of properly completed reimbursement requests. All funds must be expended by November 30, 2015. The NDA will recover funds from agencies that do not submit invoices for approved budget items by November 30, 2015.

## Reporting Requirements

The primary goal of the NSLP Equipment Assistance Grant is to improve the infrastructure of the NSLP program. For each school or central kitchen equipment purchase, provide an objective for measuring program infrastructure improvement in at least one of the following four focus areas:

- a) Equipment that lends itself to improving the quality of school foodservice meals that meet the *Dietary Guidelines for Americans* published under section 301 of the National Nutrition Monitoring and Related Research Act of 1990 (e.g., purchasing an equipment alternative to a deep-fryer);
- b) Equipment that improves the safety of food served in the school meal programs (e.g., cold/hot holding equipment, dishwashing equipment, refrigeration, milk coolers, freezers, blast chillers);
- c) Equipment that improves the overall energy efficiency of the school foodservice operations (e.g. purchase of an energy-efficient walk-in freezer replacing a freezer that is outdated and energy-demanding); and
- d) Equipment that allows SFAs to support expanded participation in a school meal program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).

Examples of measurable objectives:

- With the purchase of heated serving carts to deliver hot breakfast to classrooms, by the end of the 2014-2015 school year school breakfast participation will increase by 10%.
- With the purchase of a convection oven, only whole grain products will be offered as part of the National School Lunch and Breakfast Program.
- With the purchase of a steam table, fresh or frozen vegetables will offered three times a week as part of the National School Lunch Program.
- With the purchase of an energy-efficient walk in freezer, it is anticipated that energy cost will be decreased by two percent.
- With the purchase of a commercial refrigerator, HACCP will be fully implemented by September 1, 2014.

Provide baseline or comparison data for each objective which will be used to document achievement of objectives.

## **Final Report**

Must be submitted within 30 days of completion of grant activities. Each SFA will need to submit a Final Report of Expenditure and Narrative that address the following:

- Competitive Bid Process (At least 3 quotes for each piece of equipment requested)
- Purchase Orders
- Invoices